

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**FOREST MANAGEMENT SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a forest management program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title – Forest Management Specialist-2**

**Forest Management Specialist 13**

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

**Position Code Title – Forest Management Specialist-3**

**Forest Management Specialist 14**

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified as a Forest Management Analyst 12.

**JOB CONCEPTS**

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope.

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Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### **Administrative Assistant**

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

#### **Specialist**

Formulates procedures, policies, and guidelines for assigned forest management programs.

Develops forest management program goals and plans for implementation.

Makes recommendations in areas of expertise.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff in forest management activities.

Serves as a technical consultant and liaison with industry and governmental services.

Conducts special projects and studies.

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Conducts timber surveys designed to statistically sample forest growth and conditions on state-owned land.

Assembles and organizes results into comprehensive summary of timber volumes, growth, drain, and allowable cuts.

Develops and approves plans and specifications for the completion of forest-type maps and sampling procedures in the field as a basis for timber and land management programs.

Coordinates forest recreation planning activities.

Reviews and approves land exchange applications involving disposal of state-owned land and acquisition of privately owned land.

Coordinates the acquisition, use, and disposal of equipment used in forest fire control.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other nonessential functions as required.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

#### **Administrative Assistant**

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

#### **Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

#### **Administrative Assistant and Specialist**

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the science of forestry, including forest growth, protection and management, forest products, species identification, and forest ecology.

Knowledge of trees and their environmental condition in Michigan.

Knowledge of the principles and practices of forest conservation and reforestation.

Knowledge of the principles, practices, and problems of forest management.

Knowledge of forest fire control methods, including prevention, detection, and suppression.

Knowledge of equipment necessary for fighting fires.

Knowledge of fire laws and other conservation laws, and methods of enforcing them.

Knowledge of the methods of surveying, mapping, and estimating forest lands.

Knowledge of timber cruise methods and timber appraisal.

Knowledge of forestland use and forest recreational facilities.

Knowledge of forest pathology and entomology.

Knowledge of forest products' utilization.

Ability to perform technical forestry studies and to prepare technical reports and articles.

Ability to oversee forest management activities in an area of the state.

Ability to evaluate the results of forest resource techniques.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to direct, plan and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

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Ability to interpret complex rules and regulations.

Ability to communicate with others effectively.

### **Working Conditions**

Some jobs may be require an employee to work on high structures.

Some jobs require an employee to work outdoors under extreme weather conditions.

Some jobs require an employee to be exposed to hazardous work environments that may include exposure to fire, smoke, unpleasant and noxious fumes, and odors.

### **Physical Requirements**

The job duties require an employee to stand, walk, reach, stoop, and bend for extended periods of time.

The job duties require an employee to climb ladders or other high structures and work at unusual heights (50' to 500').

The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

### **Education**

Possession of a bachelor's degree in forestry or in a field of natural resources with not less than 36 term (24 semester) credits in forest management.

### **Experience**

#### **Forest Management Specialist 13**

Four year of experience as a forester, including two years of experience equivalent to a Forester P11.

OR

One year of experience equivalent to a Forest Management Analyst 12.

#### **Forest Management Specialist 14**

Five years of experience as a forester, including three years of experience equivalent to a Forester P11.

OR

Two years of experience equivalent to a Forest Management Analyst 12.

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OR

One year of experience equivalent to a Forest Management Specialist 13.

**Alternative Education and Experience**

Forest Management Specialist 13

Two years of experience equivalent to a Forest Fire Officer Supervisor 11 may be substituted for the experience and education.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
FORMGTSPL	Forest Management Specialist

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Forest Management Specialist-2	FSTSPL2	H21-014
Forest Management Specialist-3	FSTSPL3	H21-017

ECP Group 2  
Revised 5/22/02  
EG/VLWT/CAG/VT/Team Leaders